

Attendance & Enrollment Overview

Pam Brewer



SCHOOL FUNDING

➤ **ENROLLMENT** **DRIVES** **ATTENDANCE**

➤ **ATTENDANCE** **DRIVES** **UNITS**

➤ **UNITS** **DRIVE** **FUNDING**

- Salary Benefit Apportionment
 - Midterm Reporting Period
 - 85-90% of State funding
 - February 15th true up previous payments
 - Earlier payments based on previous year or projection
- Discretionary / Operational Funding
 - Paid On July 15th / Best 28 Weeks Units

Good sticky for your computer... 😊

Good to remember when having conversations that will affect funding.

Accurate Reporting

(I.C. 33-1002)

➤ CALENDARS

- ✓ Setting the Calendar
 - Check for low days of attendance based on history
- ✓ Calendar Types
 - Students must be setup correctly
 - K, R, A, DR, SA, SR
- ✓ Grade Grouping
 - Each grade grouping should attend the same days
 - Kindergarten, Elem 1-6, Secondary 7-12 & Alt
- ✓ Attendance
 - Record accurately
 - Verify the data after ISEE uploads

Calendar Setting - Rule of thumb No day of attendance is better than Bad day of attendance. Calendars are the foundation to build calendar types, grade groupings and attendance.

Calendar Types - Double check when setting up the new year, when rolling over students from one grade to another - Did their calendar type change? The biggest one to look for here would be kindergarten students rolling into 1st grade. Often you must manually change this from Kindergarten calendar type to Regular calendar type.

Grade Grouping - Please remember that grade groupings play a very big part in the support unit calculation. Please try to keep 6th graders on the same calendar with elem 1-5 and the 7th & 8th graders on the same calendars with secondary 9th-12th.

Attendance - Have a procedure in place to make sure someone is double checking and verifying attendance daily, weekly and after each ISEE upload. Comparing the ISEE data against the student management data.

CALENDARS

Critical to Accurate Funding

2 Types of Calendars reported to the SDE

- Instructional – hours of classroom instruction reported to Julie Oberle
 - Kindergarten
 - Grades 1-3
 - Grades 4-8
 - Grades 9-12
- ISEE – student attendance **DRIVES FUNDING**
 - Kindergarten
 - Elementary 1-6
 - Secondary 7-12
 - Maintained in student management system and reported through your ISEE upload.

ISEE Calendars Build a Solid Foundation

- Enrollment drives Attendance
- Attendance drives Support Units
- Support Units drive your funding

Make sure that your Instructional calendars work around your ISEE student calendars

For funding purposes it is critical to keep the grade groupings together as shown above for ISEE calendar used for student attendance. You do this, you maximize your funding.



ISEE Balancing Reports

After each transmitted upload, run the following ISEE reports:

- Current Year Support Unit Calculation
- Building Level
- Net Enrollment Report
- Enrollment Detail Report
- Aggregate Attendance Detail
- Best 28 Weeks (end of the year)
- District Wide
- Prior Year Support Unit Calculation



Upload ISEE data prior to deadline to verify accuracy

You can run reports 24-48 hours after upload. Run these to validate your upload data against your student management system for accuracy and give yourself enough time incase corrections are needed. During payment periods, there may be a times when new files are not uploaded. This should be your only interruption for uploads. Review the deadlines established.

Aggregate Attendance & ADA

Aggregate Attendance is the total of students physically present that week.

- Attendance will be aggregated by the week and reporting period.

ADA - the aggregate number of days students are **present**, divided by the number of days of school..." I.C. 33-1001

Note: No student shall generate more than one (1.0) ADA.

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Unit Calculation Report

Effective Date: 8/3/2016

Idaho State Department of Education

8/3/2016 8:52:49 AM

Page: 1

Attendance/Enrollment System
Current Year Support Unit Calculation

School Year: 2015 - 2016

Report Type: Midterm Reporting Period

DISTRICT	Days/Sessions	Aggregate		Special	Adjusted	Unit	Support
	Midterm	Attendance	A.D.A	Education	A.D.A	Divisor	Units
Kindergarten Administrative	21.50	15,797.50	734.77		734.77 /	40.0 =	18.37
Elementary 1-3 Administrative	43.00	107,067.00	2,489.93	(202.98)	2,286.95 /	20.0 =	114.35
Elementary 4-6 Administrative	43.00	100,860.50	2,345.59	(146.82)	2,198.77 /	23.0 =	95.60
Secondary Administrative	43.00	187,155.50	4,352.45	(254.43)	4,098.02 /	18.5 =	221.51
Exceptional Education							
Exceptional Preschool					41.74		
Exceptional Elementary					349.80		
Exceptional Secondary					254.43		
1038 - JUVENILE DETENTION CENTER					18.47		
Secondary							
Exceptional Education Total					664.44 /	14.5 =	45.82
Separate Attendance Units, Alternative Secondary Schools, District-to-Agency Contracts, Border Contracts, Summer J.D.							
1037 - ALT HIGH SCHOOL	171.00	43.00 25,048.98	582.53		111.37 /	12.0 =	9.28
Secondary							
1129 - HIGH SCHOOL SUMMER	24.00	24.00 12,938.00	539.08		57.50 /	40.0 =	1.44
Secondary							
1180 - JUVENILE DET-SUMMER	35.00	35.00 943.00	26.94		26.94 /	40.0 =	0.67
Secondary							
1180 - JUVENILE DET-SUMMER	33.33	33.33 2.00	0.06		0.06 /	40.0 =	0.00
Elementary 1-6							
						Total Support Units	507.04
						Protected Support Unit Adjustment: -0.06%	-0.3
						Total Support Units (adjusted for protection)	506.74

Days in Session may not equal actual Days in Session due to rounding.

Once you send in your ISEE upload view your reports 24-48 hrs to verify and confirm that data sent is correct. Is the total Support Units what you expected?

Using the unit calculation report you will be able to identify possible issues with calendars & student data. Days in session should be whole numbers. Otherwise there are calendar issues. There are probably more than one calendar in a grade grouping that does not have the same attendance days. This will adversely affect your data and ultimately the support unit.

PUBLIC SCHOOL SUPPORT UNIT (33-1002)		
CALCULATION TABLES		
COMPUTATION OF KINDERGARTEN SUPPORT UNITS		
Average Daily Attendance	Attendance Divisor	Units Allowed
41 or more ...	40	1 or more as computed
31 - 40.99 ADA	-	1
26 - 30.99 ADA	-	0.85
21 - 25.99 ADA	-	0.75
16 - 20.99 ADA	-	0.6
8 - 15.99 ADA	-	0.5
1 - 7.99 ADA	-	count as elementary
COMPUTATION OF ELEMENTARY SUPPORT UNITS		
Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
300 or more ADA	23... grades 4,5 & 6...	15
	20... grades 1,2 & 3...	
160 to 299.99 ADA	20	8.4
110 to 159.99 ADA	19	6.8
71.1 to 109.99 ADA	18	4.7
51.7 to 71.0 ADA	15	4
33.6 to 51.6 ADA	13	2.8
16.6 to 33.5 ADA	12	1.4
1.0 to 16.5 ADA	n/a	1
COMPUTATION OF SECONDARY SUPPORT UNITS		
Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
750 or more	18.5	47
400 - 749.99 ADA	16	28
300 - 399.99 ADA	14.5	22
200 - 299.99 ADA	13.5	17
100 - 199.99 ADA	12	9
99.99 or fewer	Units allowed as follows:	
Grades 7-12		8
Grades 9-12		6
Grades 7-9		1 per 14 ADA
Grades 7-8		1 per 16 ADA
COMPUTATION OF EXCEPTIONAL EDUCATION SUPPORT UNITS		
Average Daily Attendance	Attendance Divisor	Minimum Units Allowed
14 or more	14.5	1 or more as computed
12 - 13.99		1
8 - 11.99		0.75
4 - 7.99		0.5
1 - 3.99		0.25
COMPUTATION OF ALTERNATIVE SCHOOL SUPPORT UNITS		
Pupils in Attendance	Attendance Divisor	Minimum Units Allowed
12 or more	12	1 or more as computed

Support unit
Calculation
Table

ADA
Divisor
= Units

The Support Unit Calculation Table

Try to be involved in the calendar process each year. Your input is VITAL to maximize funding

Accurate Calendars (calendar setup, calendar types & grade groupings) + Accurate Attendance = ADA / Divisor = Units

all of this work will -

Maximize your funding

MAXIMIZED UNIT = MAXIMIZED FUNDING

- Set your Calendars
 - Identify your Days of attendance
 - Calendar Types – K / R / A / DR / SA / SR
 - Grade Group - K / 1-6 / 7-12
- Each grade grouping is district wide & should have the same start and end dates and attendance dates.

Example: having one first grade school not attending the same days as the other first grade schools, negatively impacts your aggregate attendance, ADA, units, and ultimately funding.

- Accurate attendance = correct entry & exit dates
 - First day of attendance
 - Last day of attendance



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Important to maximize unit funding to maintain the same calendars for grade groupings.

This is one of the most common issues found / but remember you can't change your calendars after they have been established.

Many issues with an entry date of a new student prior to 1st day of attendance – entry date should be 1st day of attendance. The same issue with exit dates – exit date should be the last day of attendance for those students who have left your school or district.

RECORDING ATTENDANCE

Recording Attendance at the Building Level = Uniform reporting (I.C. 33-120)

The state superintendent of public instruction shall prescribe forms and format for uniform accounting for financial and statistical reports and performance measurements to provide consistent and uniform reporting by school districts.

SDE Recommends; that attendance records should be maintained and kept on file at each school building. Each Classroom Teacher should be recording Elementary attendance twice daily (a.m. and p.m.) and Secondary attendance should be recorded for each class period throughout the day.

SDE Recommends; that attendance should be reviewed daily and audited weekly by building personnel to insure proper attendance reporting to the State Department of Education.

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It is recommended to implement a good attendance policy in the district
Please establish a person to verify your calendars at the start of the year, prior to the first ISEE upload
Also have someone established who will verify your attendance weekly
Most of the issues we see would be caught if the data is checked weekly and verified after the ISEE upload.

Other Required Reporting

1. Homebound Students
2. Dual Enrolled – Publicly enrolled
3. Dual Enrolled – Private/Home School enrolled
4. How to Identify Dual Enrolled Students
5. Detention Center Attendance
6. Early Graduates
7. Emergency Closures



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Public Dual Enrolled Students

- A Public dual enrolled student is any student attending more than one traditional public school, charter or virtual school.
 - It is up to the two public schools to work out how the ADA will be divided and or to set up tuition agreements.
 - **Note:** You must use a Regular Calendar and report time in .5 and 1.0 following the rules of daily attendance reported using 2.5 hours and up to 3.9 hours = .5 and 4.0 hours and greater = 1.0 day of attendance.
 - It is important to exit your students their last day of attendance.
 - Please be careful when identifying students when they are dual enrolled in another district , charter or virtual charter and not identify them as a homeschool or private school student.
 - **Note:** Check when enrolling students when they say they are homeschooled / often they are enrolled in a virtual charter.
 - Regular calendar / PH=N

Note: No student shall generate more than one (1.0) ADA.

- ISEE reports: Allocated Enrollment and Greater than 1 ADA report allow each district to identify these students by EDUID assignments, Enrollment and Attendance. Please run these reports prior to the submission period deadlines, and correct any mis-identification.

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Homeschool/Private or Non-Public Dual Enrolled

- Those non-public students who are not educated in a public school, but attend classes at a public school are also considered dual enrolled students.
- A dual enrolled non-public student must attend at least two and one half (2.5) hours per week to be included in the school's weekly aggregate attendance.

Use a DR Calendar and report the students attendance in hours + assign an appropriate Grade Level and identify them as phSchool = yes

Important: Grade level has to be assigned for attendance to be reported.

Example

Sally, a home instructed student, enrolls in music class that is held for 55 minutes, 5 days a week and she attends class all week:

Total minutes of attendance (55 minutes x 5 days) = 275

Total hours of attendance (275 divided by 60) = 4.58

Aggregate hours of attendance (4.58 divided by 4) = 1.15 rounds to 1.0



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Use DR Calendar for homeschoolers and private school students only

Identify Dual Enrolled Students

- Two reports that can help you identify dual enrolled students:
 - Allocated Enrollment Report
 - Report identifies by EDUID the student, number of courses, and instructional time in each district/charter
 - Duplicate enrollment affects Special Education Funding
 - Greater than 1 ADA
 - From the attendance records, this report identifies by EDUID the student, the reported attendance and calendar days
 - Affects your ADA and units
- Districts & Charters should work together on tuition agreements & claiming ADA

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Identify Dual Enrolled Students Allocated Enrollment Report

Idaho State Department of Education

Page: 1

Basic Education Attend Enroll System
Allocated Enrollment Report

School Year: 2014 - 2015

Provider: 025 POCATELLO DISTRICT

District ID	District	School Number	School Name	Edu Id	Name	Grade	Time This School	Total Time	Allocated Enroll Time	class count	Total Classes	Allocated Enroll Class
025	POCATELLO DISTRICT	0956	CENTURY HIGH SCHOOL			11	375	1875	0.2	1	6	0.17
452	IDAHO VIRTUAL ACADEMY	0869	IDAHO VIRTUAL ACADEMY			11	1500	1875	0.8	5	6	0.83
055	BLACKFOOT DISTRICT	0388	IT STODDARD ELEMENTARY SCH			2	2214	2714	0.82	8	10	0.8
025	POCATELLO DISTRICT	0368	LEWIS & CLARK ELEMENTARY SCH			2	500	2714	0.18	2	10	0.2
025	POCATELLO DISTRICT	0956	CENTURY HIGH SCHOOL			11	1125	2025	0.56	3	6	0.5
452	IDAHO VIRTUAL ACADEMY	0869	IDAHO VIRTUAL ACADEMY			11	900	2025	0.44	3	6	0.5
201	PRESTON JOINT DISTRICT	0096	PRESTON HIGH SCHOOL			10	1652	3068	0.54	7	13	0.54
751	SOUTHEAST IDAHO PROF	1349	SOUTHEAST IDAHO PROFESSIONAL			10	1416	3068	0.46	6	13	0.46
021	MARSH VALLEY JOINT DIS	0350	DOWNEY ELEMENTARY SCHOOL			3	1560	2060	0.76	6	8	0.75
025	POCATELLO DISTRICT	0365	JEFFERSON ELEMENTARY SCHOOL			3	500	2060	0.24	2	8	0.25

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Identify Dual Enrolled Students Greater than 1 ADA

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Page: 1

Basic Education Attend Enroll System
Greater Than One ADA Report

School Year: 2014 - 2015

Provider: 025 POCA TELLO DISTRICT

district id	District Name	school id	School Name	Edu id	Name	Grade Name	Week Begin Date	Calendar Type	Instruction Days	Reported Attend Days	Adjusted Days	Reported Student ADA	Adjusted ADA
025	POCA TELLO DISTRICT	0956	CENTURY HIGH SCHOOL	1		Eleventh Grade	11/10/2014	DR Calendar	4	1.50	1.00	0.31	0.24
452	IDAHO VIRTUAL ACAD	0869	IDAHO VIRTUAL ACADEM	1		Eleventh Grade	11/10/2014	Regular School	5	5.00	5.00	1.00	1.00
025	POCA TELLO DISTRICT	1141	NEW HORIZONS HIGH SC	2		Tenth Grade	11/10/2014	Alt High School	4	1.50	1.00	0.23	0.18
469	IDAHO CONNECTS ON	1221	IDAHO CONNECTS ONLIN	2		Eleventh Grade	11/10/2014	Regular School	5	5.00	4.00	1.00	0.82
025	POCA TELLO DISTRICT	1141	NEW HORIZONS HIGH SC	2		Tenth Grade	11/17/2014	Alt High School	5	5.00	3.00	0.94	0.61
469	IDAHO CONNECTS ON	1221	IDAHO CONNECTS ONLIN	2		Eleventh Grade	11/17/2014	Regular School	5	3.00	2.00	0.60	0.39
021	MARSH VALLEY JOINT	0351	INKOM ELEMENTARY SC	3		Sixth Grade	11/10/2014	Regular School	4	4.00	3.00	1.00	0.80
025	POCA TELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	3		Sixth Grade	11/10/2014	Regular School	4	1.00	1.00	0.25	0.20
021	MARSH VALLEY JOINT	0351	INKOM ELEMENTARY SC	3		Sixth Grade	11/17/2014	Regular School	4	4.00	2.00	1.00	0.50
025	POCA TELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	3		Sixth Grade	11/17/2014	Regular School	5	5.00	3.00	1.00	0.50
025	POCA TELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	4		Eighth Grade	8/25/2014	Regular School	4	4.00	2.50	1.00	0.57
351	ONEIDA COUNTY DIST	0618	MALAD MIDDLE SCHOOL	4		Eighth Grade	8/25/2014	Regular School	4	3.00	1.50	0.75	0.43
025	POCA TELLO DISTRICT	0022	IRVING MIDDLE SCHOOL	4		Eighth Grade	9/1/2014	Regular School	4	2.00	1.50	0.50	0.33
351	ONEIDA COUNTY DIST	0618	MALAD MIDDLE SCHOOL	4		Eighth Grade	9/1/2014	Regular School	4	4.00	2.50	1.00	0.67
025	POCA TELLO DISTRICT	1141	NEW HORIZONS HIGH SC	5		Eleventh Grade	11/10/2014	Alt High School	4	1.50	1.00	0.23	0.20
025	POCA TELLO DISTRICT	9034	POCA TELLO JUVENILE DI	5		Eleventh Grade	11/10/2014	Regular School	5	4.00	4.00	0.80	0.80

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Attendance Problems & Solutions

- Detention Centers & School Districts reporting attendance on the same day
 - Benefit goes to the Detention Center
 - *Automatically adjusted when detected*
 - Will be list on the Greater than 1 ADA report
- Entry and Exit date problems & attendance
 - Make sure your student is properly enrolled and present, and or exited and marked absent
 - Benefit is aggregated and split by each district or charter when dual enrolled.
 - *Automatically adjusted when detected*

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Early Graduates

- Continue to report Attendance on four year students who graduate early to get continued funding:
 - Students who graduate mid school year of their senior year (by December & have petitioned the board to graduate early)
 - Students on Mastery Advanced Placement Program (MAPP)
 - Dual Credit for Early Completers
 - 8 in 6 program participants
- Create attendance in the second semester based on their first semester's attendance (**will not be perfect attendance**). Use course code 86000 Early Graduate, any certified staff can be assigned using code 86000, not HQT. At end of year must have exit code 4A Regular Graduate
- Students that graduate before their Senior year

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Not to be confused with end of the year early graduates, you will record their time as in attendance although they have already graduated through the remaining weeks of school.

Graduation and School Age

School Age (IC 33-201) The service of the public schools of this state are extended to any acceptable person of school age. "School age" is defined as including all persons resident of the state, between the ages of five (5) and twenty one (21).

- As long as they have not received a regular diploma, a student is eligible to return and be funded by the state.
- Special Ed students (IDAPA 08.02.03.109) a modified or differentiated diploma may not be used for students who are eligible for special education. If a special education student is not granted a regular diploma a student is entitled to receive a free appropriate public education through the semester in which they turn 21.

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Emergency Closure

CERTIFICATE OF CLOSURE
Emergency Closures Reporting
2008 - 2009

Reporting Period _____
(1st period, 2nd period or 3rd period)

District # _____ District Name _____

In compliance with I.C. 33-1003A, certify the cause and duration of each incident of emergency school closure.

- For each emergency closure, show the number of instructional hours missed for each grade grouping.
- If the missed instructional hours in each grade grouping for all buildings in the district were the same, then fill one line listing "AF".
- If the emergency closure was for 2 or more consecutive full days, show on one line the date(s) of the closure.
- Report instructional hours to 2 decimal place.
- Attach a copy of the school board minutes showing approval for each emergency closure stating the cause and duration.

Building Number or if District Wide All	Cause for the Emergency Closure	Date(s)	Amount of Kindergarten Instructional Hours Missed*	Amount of Grades 1-3 Instructional Hours Missed*	Amount of Grades 4-6 Instructional Hours Missed*	Amount of Grades 7-12 Instructional Hours Missed*

Please submit with the Attendance and Enrollment Reports _____

Superintendent's Signature _____

*Be sure to reduce your instructional hours on your school calendars to reflect the closure.

The board of trustees shall certify to the State Department of Education the cause and duration of such closure

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Fill out your emergency closure form and attached the board approved minutes and send in to Carol @ SDE

Weather related

Facility Issues (heating, plumbing, electrical, etc...)

Make sure your attendance is adjusted for these days

What is Not Considered an Emergency Closure

- The State Board of Education does not recognize a teacher strike or the withholding of service as sufficient cause to declare an emergency closure (IDAPA 08.02.01, 200).
- Funeral services
- State Tournaments
- Construction Delays

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Maximize Your Funding

1. Establish accurate Calendars / Weeks with the highest attendance
2. Ensure that the Calendar Type is correct for each student
3. Integrate each Grade Group into the correct calendar
4. Maintain procedures to double check Daily Attendance
5. Record all student data & double check entry and exit dates
6. Run Allocated Enrollment & Greater than 1 ADA reports to catch dual enrolled students & establish tuition agreements
7. Send in submissions early / Do not procrastinate on making corrections
8. Have a designated person assigned to run attendance & enrollment Reports within 2-3 business days after transmission
9. Make sure to not miss a scheduled upload date
10. Ensure Midterm reporting period data is correct prior to December deadline

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ISEE Submission Schedule

FY2016 - 2017

MIDTERM REPORTING PERIOD

1st day of school through the 1st Friday of November Submission

Attendance & Enrollment and Staffing

Including Summer School

	Correction Period (Date)	Submission Period	
Summer Alternative	05/22/2016 - 08/19/2016	08/05/2016 - 08/19/2016	Correction Deadline 12/09/16 February 15 th Payment
October Submission	8/20/2016 - 9/30/2016	9/30/2016 - 10/17/2016	
November Submission	10/01/2016 - 11/04/2016	11/04/2016 - 11/18/2016	

Opportunities to
fix Midterm
reporting period

4TH REPORTING PERIOD

November - February Submission & Corrections

Attendance & Enrollment and Staffing

ATTENDANCE & ENROLLMENT CORRECTIONS: All corrections to Midterm reporting **MUST** be submitted by the deadline of 3/24/17

	Correction Period (Date)	Submission Period	
March Submission	11/05/2016 - 02/02/2017	02/02/2017 - 02/17/2017	Correction Deadline 3/24/17 May 15 th Payment

3/24/17 Deadline for
all corrections to
Midterm Reporting
Period

FINAL REPORTING PERIOD

March - June Submissions

Attendance & Enrollment Final Submission 6/17/16

	Correction Period (Date)	Submission Period	
May Submission	02/04/2017 - 05/05/2017	05/05/2017 - 05/19/2017	Deadline 6/16/17
End of Year Submission	05/06/2017 - 06/16/2017	05/20/2017 - 06/16/2017	July 15 th Payment

Any corrections to
Midterm reporting
period must be approved
prior to 6/16/17 deadline

ATTENDANCE & ENROLLMENT CORRECTIONS:

Any corrections to Midterm reporting period needed after 3/24/17 **MUST** be requested and approved prior to the 6/16/17 deadline.

Opportunities to fix Midterm reporting period

3/24/17 Deadline for all corrections to Midterm Reporting Period

Any corrections to Midterm reporting period must be approved prior to 6/16/17 deadline

Run your reports and validate your data after every upload.

Any Attendance & Enrollment corrections to the Midterm reporting period after 3/27/16 will need to be identified, approved and uploaded prior to 6/17/16 submission.



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